

Meeting Minutes**Metcalf (DEQ) Building, Room 111****Thursday, May 19, 2005****1:15-3:15 p.m.**

Molly Petersen, Chair, called the meeting to order at 1:20 p.m. Those in attendance were Autumn Bahr, Kim Benjamin, Beth Campbell, Debbie Driver, Joan Franke, Betty Huckins, Prudy Hulman, Sheree Isola, Heidi Lindgren, Marie Matthews, Lisa Mecklenberg Jackson, Molly Petersen, Sherry Rust, Vicki Schiller-Long, Tricia Schiltz, Mary Spaulding, Jackie Williams, Deanna Ziesman, and Ann Cannon

A motion to approve the April 2005 minutes, with corrections, was made by Sherry and seconded by Prudy. The motion carried. Joan Franke, Treasurer, reported that we have \$1,417.53 in our checking account and \$1,993.53 in our savings account, for a total of \$3,411.06.

Our speaker again this month was **Bob Campbell**, retired attorney from the Dept. of Labor, 1972 Montana Constitutional Convention delegate, and former ICCW member. Bob spoke about the history of women in politics, both nationally and on the state level. Women had no rights in the original Constitution—this is what led to ERA. Bob spoke about the changes in ICCW from the time he was involved in the group 30 years ago. “Women are in a much better place now than they were then, in terms of comp. time, flex hours, etc.” To go along with Bob’s talk, Molly brought pocket Constitutions for everyone.

With the required 13 agencies represented for **amendment to the ICCW Bylaws**, Heidi led everyone through the suggested amendments to the bylaws and each change was voted on. (Attached please find the suggested bylaws amendments and ballots). The amendments to Article VIII (Expenditures and Reimbursement), sections 1-3, were tabled until the next meeting, as it was felt that better wording could be developed. Tricia will send suggested language changes for this section to Heidi and Lisa. The bylaws ballots will be counted after the meeting.

Molly went through an overview of the **voting procedures** for ICCW officers. The elections will be held at the June meeting and ten agencies will need to be present for a quorum for the vote, or have voted via e-mail or written ballot prior to the June meeting. Calls for nominations for vice chair, historian, treasurer, and secretary are due June 1, with nominees’ statements to Molly by June 8.

Subcommittee Reports:

Excellence in Leadership Awards (ELA) – Sherry and Autumn reported that everything is in place for the ELA event to be held May 25 at 2:30 in the Rotunda. Montana Supreme Court Justice Pat O’Brien Cotter and Alice Lyden Chumrau (the 2002 National ELA winner) will be presenting awards to Nancy Borgmann, Director of Affirmative Action & Equal Opportunity, University of Montana (public sector); James Strauss, President & Publisher of the Great Falls Tribune (private sector); and Marilyn Miller, Chief Clerk of the Montana House of

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www.mdt.state.mt.us/iccw/*

Representatives (state government). The IR will be there to take pictures, as well as KTVH and Helena HCTV to tape the awards. Tricia is coordinating volunteers for the event. Let her know if you can help. All ICCW members should plan to attend the event.

Marketing – The ICCW brochure will be ready for distribution at ELA.

The **Procedures/Legislative Tracking** Subcommittee has been working on final changes to the ICCW Bylaws and the format and procedure for voting for amendments. The subcommittee will continue to work on the manual of procedures.

The **Training** Subcommittee reported that the next brown bag will be June 22 on verbal de-escalation. The presenter will be Lisa Hunter from the Dept. of Corrections. A communication skills brown bag will be held in August, Indian Education For All in September, resume and advancement placement in October, and leadership development in December. Forty people attended the May 12 repeat of the wills and estates brown bag presented by attorney Dan McLean.

State Daycare: Marie reported that the subcommittee has met and plans to put together a report which will include the history of the daycare, its policies and procedures, and any other background that might prove helpful. Once the subcommittee has compiled this information, they will attempt to determine what ICCW should do with regard to the daycare. Marie reported that the daycare does give preference to state employee children, then to state employee grandchildren. There are 100 slots and 20% of enrolled spots are reserved for infants. House Bill 2 from the 2005 session approved \$32,241 for the lease of the Ray Bjork school for the daycare's use.

Miscellaneous: Molly reported that she had met with Bruce Nelson, the **Governor's Chief of Staff**. She said that he was very supportive of ICCW and really liked our position descriptions. Vicki (Dept. of Corrections) will take the **ICCW logo board** from May 26 to June 15.

The meeting adjourned at 3:20 p.m. Our next meeting will be Wednesday, June 15 from 1:15 to 3:15 at The Bagel Co.

Respectfully Submitted,

Lisa Mecklenberg Jackson
ICCW Secretary

Interdepartmental Coordinating Committee for Women

ICCW

BYLAWS (as amended 10/97 and 5/05)

ARTICLE I: NAME

Established by Executive Order of the Governor, this organization shall be known as "The Interdepartmental Coordinating Committee for Women" (ICCW).

ARTICLE II: PURPOSE

The purpose of ICCW is to create positive change for all state employees by promoting the full participation of women in state government. All ICCW activities must fall within the parameters of this purpose.

ARTICLE III: MEMBERSHIP

Section 1: Each state agency shall have one representative and at least one alternate, appointed by the agency director. Each represented agency shall have one vote, regardless of its number of representatives. Agency representatives shall be appointed for one- or two-year terms, at the discretion of the agency director, beginning in September.

Section 2: Agencies and offices not under the jurisdiction of the Governor shall be invited to participate as outlined in Section 1 above.

Section 3: These state agency members make up the ICCW Committee of the Whole.

ARTICLE IV: OFFICERS AND ELECTED POSITIONS

Section 1: Chair - Appointed by the Governor. The chair shall preside at the monthly meetings of the committee of the whole and oversee the activities of ICCW. The chair shall act as an ex-officio member of each subcommittee.

Section 2: Vice-Chair - Elected annually by a majority of the votes cast. The vice-chair shall serve in the chair's absence and assume all associated authority and duties. The vice-chair ensures newly elected officers and subcommittee chairs receive the necessary files from their predecessors. (See Section 12 below.)

Section 3: Historian - Elected annually by a majority of the votes cast. The historian shall maintain records identifying the work of ICCW and perform research as needed regarding the past work of ICCW.

Section 4: Treasurer - Elected annually by a majority of the votes cast. The treasurer shall maintain the finances of ICCW and perform research as needed regarding ICCW spending.

Section 5: Secretary - Elected annually by a majority of the votes cast. The secretary shall record and distribute the minutes of each monthly meeting of the whole at least three (3) days prior to the next monthly meeting. The secretary shall serve in the absence of both the chair and the vice-chair, and assume all associated authority and duties.

Section 6: Resignations - Upon the resignation of an officer, the chair shall appoint a representative to fulfill the duties and responsibilities of the position until the next election of officers.

Section 7: Removal from office – If any of the above-named officers fail to perform the agreed-upon duties of their position, the committee of the whole may remove that officer from duty and elect a replacement.

Section 8: Attendance – Any officer missing three consecutive [Executive OR Leadership Subcommittee] meetings (as defined in Section 10 below) may be subject to dismissal.

Section 9: Changeover of officers – No later than September of each year, there shall be a required joint meeting for outgoing and incoming officers.

Section 10: Subcommittees - Standing subcommittees shall be defined during the annual goal-setting meeting. There shall always be a [Executive OR Leadership Subcommittee]. The members of each subcommittee shall select the subcommittee's chair with the exception of the [Executive OR Leadership Subcommittee]. The ICCW Chair shall be the chair of the [Executive OR Leadership Subcommittee]. The members of the [Executive OR Leadership Subcommittee] shall be all elected and appointed officers including the subcommittee chairs.

Section 11: Subcommittee chairs must submit a monthly report updating the committee of the whole on the progress of that subcommittee. Minutes shall be taken at all subcommittee meetings and submitted to the ICCW Chair and historian prior to the next meeting of the committee of the whole.

Section 12: Each exiting officer and subcommittee chair must leave a summary of key points for each successor, as well as a list of items in progress, items to follow-up on, and useful electronic files. The exiting vice chair is responsible for making sure this is done.

ARTICLE V: ELECTIONS AND VOTING

Section 1: Elections for officers shall be held annually in June.

Section 2: A call for candidates shall be made at least 30 days prior to the election. Any candidate for elected office shall have served on ICCW for no less than four months prior to election of officers. Each candidate for office must read and sign the position description for that office.

Section 3: At least one week prior to the election, candidates must submit a written statement via e-mail to the chair as to their qualifications and interest in the office. The chair will e-mail these statements to the committee of the whole.

Section 4: Voting – Voting for officers will be conducted via written ballot during the June monthly meeting of the committee of the whole. Those unable to attend the voting meeting may vote by e-mail, as facilitated by the chair. Agencies who will not have a representative at the voting meeting should notify the chair prior to the meeting. E-mailed votes must be received by 5:00 pm on the day of the vote. If an agency is represented at the meeting by its voting or alternate member, an email vote from that agency will not be counted. Each agency has one vote in accordance with Article III. E-mail voting applies only to voting for officers.

Section 5: All written or e-mailed ballots must be counted and verified by 2 members of the [Executive or Leadership Subcommittee].

ARTICLE VI: MEETINGS

Section 1: There shall be a meeting of the committee of the whole at least monthly from September through June each year. The chair shall determine the time and place of the meetings. Additional meetings, if necessary, may be called subject to the discretion of the chair or the [Executive OR Leadership Subcommittee]. The [Executive OR Leadership Subcommittee] shall determine who is responsible for preparing each meeting's agenda, and delegate such authority.

Section 2: Representatives from ten agencies, present at the meeting, shall constitute a quorum for the purposes of conducting a vote. Included in the quorum count are those individuals

attending the meeting via conference call, polycom, or other electronic means. Each of these individuals are entitled to vote as outlined in Article III.

Section 3: A goal-setting meeting shall be held annually.

ARTICLE VII: AD HOC COMMITTEES

Ad hoc committees may be established for special projects. Periodic progress reports of the activity of ad hoc committees shall be provided during regularly scheduled monthly meetings and as needed.

ARTICLE VIII: EXPENDITURES AND REIMBURSEMENT

Section 1: Expenditures equal to, or less than \$30, do not have to be approved by the committee of the whole, but must be approved by the [Executive OR Leadership Subcommittee]. Approval from the [Executive OR Leadership Subcommittee] may be via e-mail by a majority of the officers.

Section 2: Expenditures over \$30 will need to be approved by a vote of the committee of the whole.

Section 3: Expenditures, even exceeding the \$30 limit, of funds given for specific ICCW functions or purchases, do not need to be approved by the committee of the whole. The committee of the whole shall approve the advance expenditure plan of the Excellence in Leadership Award Subcommittee, and expenses incurred shall not be individually subject to the \$30 limit.

Section 4: Two elected officers must sign an ICCW check for the purposes of payment or reimbursement to an individual.

Section 5: An individual seeking reimbursement from ICCW cannot be one of the two elected officers signing the check. The Treasurer must be one of two people signing the check, unless it is the Treasurer being reimbursed.

ARTICLE IX: PARLIAMENTARY AUTHORITY/PROCEDURE

The rules contained in "Roberts Rules of Order, Revised" shall govern ICCW in all cases in which they are applicable and consistent with these Bylaws.

ARTICLE X: ACTION PROCEDURE

Each subcommittee chair shall present any desired action item to the committee of the whole. The action shall then be voted on and approved by a simple majority.

ARTICLE XI: AMENDMENTS TO BYLAWS

Amendments to these Bylaws require a two-thirds majority vote of the member agencies in accordance with Article III. Nonsubstantive changes, such as spelling, capitalization, and formatting errors, may be made without a vote.

TITLE
DIRECTIONS

<u>Item</u>	<u>Item Description</u>	<u>Voting Item</u>	<u>YES</u>	<u>NO</u>
Article II	Clarify language	The purpose of ICCW is to create positive change for all state employees by promoting the full participation of women in state government. All ICCW activities must fall within the parameters of this purpose.	<input type="checkbox"/>	<input type="checkbox"/>
Article III, Section 1	Clarify language	Section 1: Each state agency shall have one representative and at least one alternate, appointed by the Director. Each represented agency shall have one vote, regardless of its number of representatives. Agency representatives shall be appointed for one- or two-year terms, at the discretion of the Agency, beginning in September.	<input type="checkbox"/>	<input type="checkbox"/>
Article III, Section 3	Add new section	Section 3: These agency members make up the ICCW Committee of the Whole.	<input type="checkbox"/>	<input type="checkbox"/>
Article IV, Section 1	Clarify language	Section 1: Chair - Appointed by the Governor. The Chair shall preside at the monthly meetings of the whole, and oversee the activities of ICCW. The Chair shall act as an ex-officio member of each subcommittee.	<input type="checkbox"/>	<input type="checkbox"/>
Article IV, Section 2	Clarify language and add new duties	Section 2: Vice-Chair - Elected annually by a majority of the votes cast. The Vice-Chair shall serve in the Chair's absence and assume all associated authority and duties. The Vice-Chair ensures newly elected Officers and Subcommittee Chairs receive the necessary files from their predecessors. (See Section 12 below.)	<input type="checkbox"/>	<input type="checkbox"/>
Article IV, Section 3	Clarify language and add new duties	Section 3: Historian - Elected annually by a majority of the votes cast. The Historian shall maintain records identifying the work of ICCW and perform research as needed regarding the past work of ICCW.	<input type="checkbox"/>	<input type="checkbox"/>
Article IV, Section 4	Clarify language and add new duties	Section 4: Treasurer - Elected annually by a majority of the votes cast. The Treasurer shall maintain the finances of ICCW and perform research as needed regarding ICCW spending.	<input type="checkbox"/>	<input type="checkbox"/>
Article IV, Section 5	Clarify language and add new duties		<input type="checkbox"/>	<input type="checkbox"/>

<u>Item</u>	<u>Item Description</u>	<u>Voting Item</u>	<u>YES</u>	<u>NO</u>
		Section 5: Secretary - Elected annually by a majority of the votes cast. The Secretary shall record and distribute the minutes of each monthly meeting of the whole at least three (3) days prior to the next monthly meeting. The Secretary shall serve in the absence of both the Chair and the Vice-Chair, and assume all associated authority and duties.		
Article IV, Section 7	Add new section	Section 7: Removal from office – If any of the above-named officers fail to perform the agreed-upon duties of their position, the Committee of the Whole may remove that officer from duty and elect a replacement.	<input type="checkbox"/>	<input type="checkbox"/>
Article IV, Section 8	Add new section	Section 8: Attendance – Any officer missing three consecutive [Executive OR Leadership Committee] meetings (as defined in Section 10 below) may be subject to dismissal.	<input type="checkbox"/>	<input type="checkbox"/>
Article IV, Section 9	Add new section	Section 9: Changeover of Officers – No later than September of each year, there shall be a required joint meeting for outgoing and incoming officers.	<input type="checkbox"/>	<input type="checkbox"/>
Article IV, Section 10	Clarify language	Section 10: Subcommittees - Standing subcommittees shall be defined during the annual goal-setting meeting. There shall always be a [Executive OR Leadership Committee]. The members of each subcommittee shall select the subcommittee's Chair with the exception of the [Executive OR Leadership Committee]. The ICCW Chair shall be the Chair of the [Executive OR Leadership Committee]. The members of the [Executive OR Leadership Committee] shall be all elected and appointed officers including the subcommittee chairs.	<input type="checkbox"/>	<input type="checkbox"/>
Article IV, Section 11	Add new section	Section 11: Subcommittee Chairs must submit a monthly report updating the Committee of the Whole on the progress of that subcommittee. Minutes shall be taken at all subcommittee meetings and submitted to the ICCW Chair and Historian prior to the next meeting of the Committee of the Whole.	<input type="checkbox"/>	<input type="checkbox"/>
Article IV, Section 12	Add new section	Section 12: Each exiting officer and subcommittee chair must leave a summary of key points for each successor, as well as a list of items in progress, items to follow-up on, and useful electronic files. The exiting Vice Chair is responsible for making sure this is done.	<input type="checkbox"/>	<input type="checkbox"/>
Article V, Section 1	Add new section	Section 1: Elections for officers shall be held annually in June.	<input type="checkbox"/>	<input type="checkbox"/>
Article V, Section 2	Add new section	Section 2: A call for candidates shall be made at least 30 days prior to the election. Any candidate for elected office shall have served on ICCW for no less than four months prior to election of officers. Each candidate for office must read and sign the position description for that office.	<input type="checkbox"/>	<input type="checkbox"/>

<u>Item</u>	<u>Item Description</u>	<u>Voting Item</u>	<u>YES</u>	<u>NO</u>
Article V, Section 3	Add new section Section 3: At least one week prior to the election, candidates must submit a written statement via e-mail to the Chair as to their qualifications and interest in the office. The Chair will e-mail these statements to the Committee of the Whole.		<input type="checkbox"/>	<input type="checkbox"/>
Article V, Section 4	Add new section Section 4: Voting – Voting for officers will be conducted via written ballot during the June monthly meeting of the Committee of the Whole. Those unable to attend the voting meeting may vote by email, as facilitated by the chair. Agencies who will not have a representative at the voting meeting should notify the chair prior to the meeting. Emailed votes must be received by 5:00 pm on the day of the vote. If an agency is represented at the meeting by its voting or alternate member, an email vote from that agency will not be counted. Each agency has one vote in accordance with Article III, Section 1. Email voting applies only to voting for officers.		<input type="checkbox"/>	<input type="checkbox"/>
Article VI, Section 1	Clarify language Section 1: There shall be a meeting of the Committee of the Whole at least monthly from September through June each year. The Chair shall determine the time and place of the meetings. Additional meetings, if necessary may be called subject to the discretion of the Chair or the [Executive OR Leadership Committee]. The [Executive OR Leadership Committee] shall determine who is responsible for preparing each meeting's agenda, and delegate such authority.		<input type="checkbox"/>	<input type="checkbox"/>
Article VI, Section 2	Clarify language Section 2: Representatives from ten agencies, present at the meeting, shall constitute a quorum for the purposes of conducting a vote.		<input type="checkbox"/>	<input type="checkbox"/>
Article VIII, Section 1	Add new section Section 1: Expenditures equal to or less than \$30 do not have to be approved by the Committee of the Whole, but must be approved by the [Executive OR Leadership Committee]. Approval from the [Executive OR Leadership] Committee may be via e-mail by a majority of the officers.		<input type="checkbox"/>	<input type="checkbox"/>
Article VIII, Section 2	Add new section Section 2: Expenditures over \$30 will need to be approved by a vote of the Committee of the Whole.		<input type="checkbox"/>	<input type="checkbox"/>
Article VIII, Section 3	Add new section Section 3: Expenditures, even if they exceed the \$30 limit, for functions or purchases for which the money was specifically given to ICCW do not need to be approved by the Committee as a Whole. The Committee of the Whole shall approve the advance expenditure plan of the Excellence in Leadership Award sub-committee and expenses incurred shall not be individually subject to the \$30 limit.		<input type="checkbox"/>	<input type="checkbox"/>
Article VIII, Section 4	Add new section Section 4: Two people must sign an ICCW check for the purposes of payment or reimbursement to an individual.		<input type="checkbox"/>	<input type="checkbox"/>

<u>Item</u>	<u>Item Description</u>	<u>Voting Item</u>	<u>YES</u>	<u>NO</u>
Article VIII, Section 5	Add new section		<input type="checkbox"/>	<input type="checkbox"/>
	Section 5: An individual seeking reimbursement from ICCW cannot be one of two people signing the check. The Treasurer must be one of two people signing the check, unless it is the Treasurer being reimbursed.			
Article IX	Clarify language		<input type="checkbox"/>	<input type="checkbox"/>
	The rules contained in "Roberts Rules of Order, Revised" shall govern ICCW in all cases in which they are applicable and consistent with these Bylaws.			
Article X	New article		<input type="checkbox"/>	<input type="checkbox"/>
	Each subcommittee chair shall present any desired action item to the Committee of the Whole. The action shall then be voted on and approved by a simple majority.			
Article XI	Clarify language		<input type="checkbox"/>	<input type="checkbox"/>
	Amendments to these Bylaws require a two-thirds majority vote of the member agencies in accordance with Article III, Section 1. Nonsubstantive changes, such as spelling and grammatical errors, may be made without a vote.			

<u>Item</u>	<u>Item Description</u>	<u>Voting Item</u>	Leadership Committee	Executive Committee	No Change
	New name of the Planning Subcommittee	VOTE FOR ONE: Should the Planning Subcommittee name be changed to:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ICCW NAME CHANGE

APPOINTMENT OF CHAIR CHANGE